

LEE COUNTY POSITION ANNOUNCEMENT

POSITION: Veterans Service Officer

SALARY RANGE \$38,303 - \$59,369 GRADE 65

DESCRIPTION OF WORK:

Performs intermediate administrative work interviewing and assisting veterans, widows and dependents, assisting with claims, maintaining records and files, preparing reports, and related work as apparent or assigned. Will need a comprehensive knowledge of veteran's programs and benefits and applicable laws and regulations. Must have a thorough knowledge of community organizations, agencies and facilities related to veterans affairs and the ability to understand, interpret and apply technical rules, directives and regulations; ability to deal with officials, veterans, dependents and others fairly and effectively. Will have the ability to establish and maintain effective working relationships with community partners, staff and clients.

Work is performed under the general direction of the Director of Senior Services.

MINIMUM EDUCATION AND EXPERIENCE:

Associates/Technical degree with coursework in business administration, medical or related field and considerable experience working in an administrative support role including military background and experience, or equivalent combination of education and experience.

Must obtain Veterans Administration Certification within six (6) months.
Valid driver's license in the State of North Carolina.

APPLICATION PROCESS:

Submit completed Lee County application with resume and cover letter to Joyce McGehee, Human Resources Director at 408 Summit Drive /PO Box 1968, Sanford, NC 27331. Position is open until filled. First review of applicants will be July 20, 2021.

Pre-employment drug screening is required. For additional information, visit our website: www.leecountync.gov

EQUAL OPPORTUNITY EMPLOYER

Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities.